

DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Priority Placement Program (PPP) Briefing

Nondisplaced Overseas Employee Briefing

Program Overview

PPP is the most effective
outplacement program in the
Federal government



Program Overview

Releasing
Activity



Registrations

Referrals

Gaining
Activity



Requisitions



Automated Stopper &
Referral System (ASARS)

Registrant Categories

- Displaced – subject to involuntary separation or demotion through no fault of their own
- Nondisplaced – all other registrants
 - *Overseas employees completing tours*
 - *Military spouses and other family member employees*



Registration Eligibility

- Employee must be:
 - *On career, career-conditional, or permanent excepted service appointment*
 - *Employed in own right*
 - *Successfully completing tour of duty (or equivalent)*



Registration Eligibility

The following may not register:

- NAF employees
- SES employees
- Reemployed annuitants
- Employees approved for Voluntary Separation Incentive Pay (VSIP)



Registration Eligibility

The following may not register:

- Employees who apply for optional or disability retirement
- Employees on temporary, term, or overseas limited appointments



Registration Eligibility

The following may not register:

- Employees whose conduct or performance is *in question*
- Employees who become *temporarily* unavailable for work



Registration Period

- Registration may begin no earlier than:
 - *2 months before 1-yr. tour expires*
 - *3 months before 18 mth tour expires*
 - *4 months " 2-yr " "*
 - *6 months " 3-yr "*



Registration Period

- Must register in the PPP within 7 workdays after notification of non-extension or after declining a tour extension
- If not available to register within 7 work days after notification:
 - *Employee will be directed to exercise return rights*
 - *Employees without return rights are subject to separation*



Registration Period

- Eligible employees remain registered until:
 - *Placed*
 - *Declination of valid offer*
 - *Renewal of tour*
 - *30 days prior to exercising return rights; or*
 - *Directed return*
(whichever occurs first)

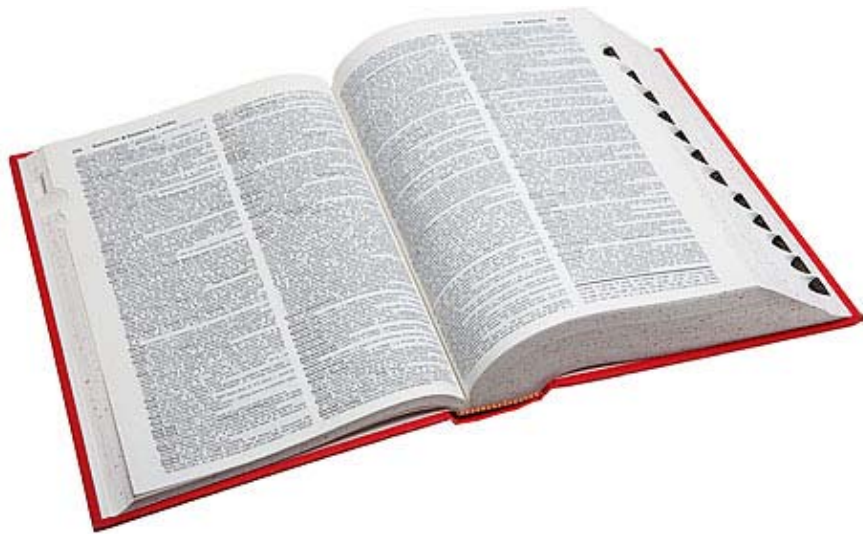


- Eligibility terminates if:
 - *Employment ends*
 - *Employee departs overseas area with no intent to return*
 - *Component may grant exceptions for compassionate reasons*



Referral Priorities

• **re-fer-ral pri-or'i-ty** *n.* Numeric or alpha indicator denoting the order in which PPP registrants are matched to vacancies.



- *Numeric priorities determined by the severity of the action that serves as the basis for registration*
- *Alpha codes apply to special circumstances*

1

- RIF separation
(no offer)

2

- Declination of offer outside commuting area
 - *RIF*
 - *TOF*
 - *Management-directed*

3

- Nondisplaced overseas employees
 - *Priority changes to "N" after 2 yrs; selection not mandatory at that time*
- RIF/reclassification demotion
- Family Members

N

- Nondisplaced overseas employees – 2 years after registration
 - *ASARS automatically changes priority from 3 to N*
 - *No longer mandatory placements – May be selected after all other P1 and 2 referrals are cleared*

Referral Priorities



- Priority 1 & 2 referrals restrict:
 - *Promotions*
 - *Employee-initiated reassignments*
 - *Appointments*
 - *Transfers*
 - *Demotions to positions with greater promotion potential*

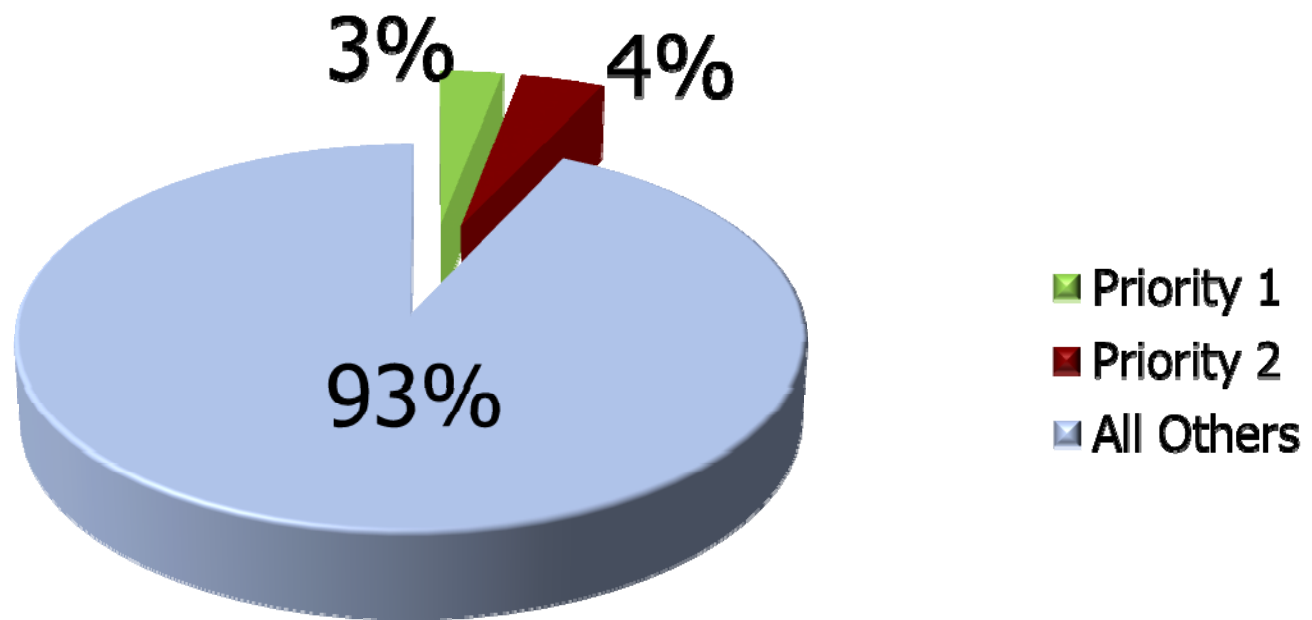
Referral Priorities



- Priority 3 referrals:
 - *Permit selections within Component*
 - *Restrict appointments & transfers*

Referral Priorities

Total Registrations - 9,118
(as of April 30, 2015)



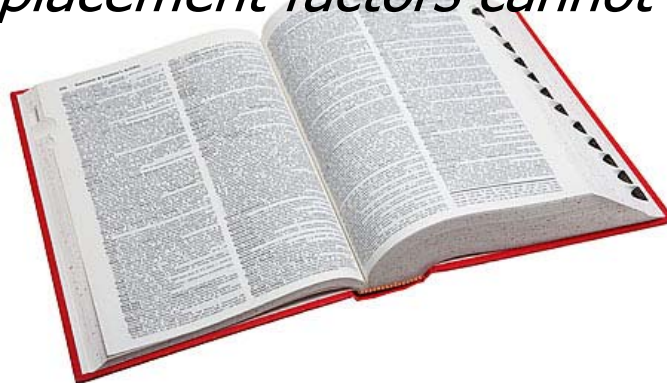
Registration Skills

- Must register for current skill
 - *Exceptions require CTP approval*
- May register for other skills if well qualified
 - *As determined by registering HRO*



Registration Skills

- **well qual-i-fied** *adj.* Possesses knowledge, skills, and abilities to successfully perform duties with no greater loss in productivity than normally expected during orientation of an employee new to the organization.
 - *Exceeds minimum qualifications requirements but will not necessarily meet "highly qualified" or "best qualified"*
 - *Selective placement factors cannot be overly restrictive*



Registration Skills

-
- | Category | Percentage |
|-------------------|------------|
| Well Qualified | 100% |
| Basic Eligibility | 50% |



Registration Grades

- High Grade
 - Current Pay System: current permanent or retained grade
 - Other pay systems: grades with representative rates equal to or below current permanent or retained grade



Registration Grades

- Low Grade – GS employees registering for GS series
 - *No more than 3 GS grades below current permanent or retained grade*

- Low Grade – FWS employees registering within the same FWS pay system
 - *No more than 5 grades below your current grade*



Registration Grades

- Lowest registration grade in other pay systems
 - *Down to and including the grade with the representative rate that is NEAREST TO BUT NOT LESS THAN the representative rate of the lowest grade for which registered in your own pay system*



Registration Grades

- Nondisplaced overseas employees **with** return rights to lower grades **must** register for all intervening grades after 90 days without offer
- Nondisplaced overseas employees **without** return rights **must** register one grade interval below current grade after **90 days** without offer



Area of Referral

- For PPP registration purposes, the U.S. is divided into 4 geographic Zones



Alaska & Hawaii are in Zone 4

Area of Referral

- Minimum area likely to provide reasonable job opportunities within:
 - *Zone in which last resided*
 - *Zone closer to overseas duty station*
- Initial registration – no farther than last U.S. residence
- Subject to expanded area under Component rules



Area of Referral

- After 1 year, referral is limited to your own Component
- After 2 years, Priority changes from 3 to N; area of referral continues to be limited to own Component



Valid Offer



- Full-time permanent DoD position
- Series, grade, & duty location for which registered
- Essentially same conditions of employment

Valid Offer



- The following do not invalidate an offer:
 - *Drug testing requirement*
 - *Change in shifts*
 - *Decrease in wage or locality rates*

Invalid Offer



- Non-DoD position
- Significant change in conditions of employment
- Obligated position
- Excepted service position (*unless registrant is currently excepted service*)

Invalid Offer



- Time-limited position
- Supervisory position (*unless registered for supervisory positions*)
- Position under contract study

- One *valid* offer only
- REPLY TIME - *3 work days*
- REPORTING DATE – *45 calendar days*

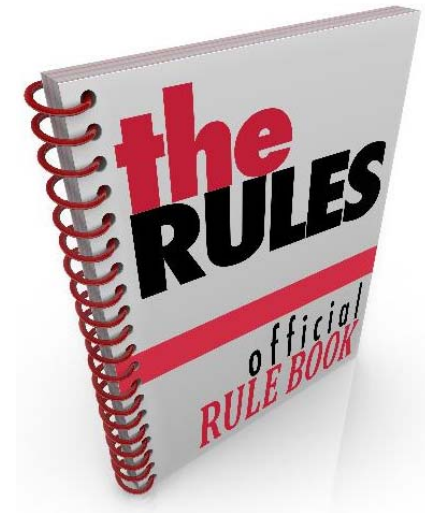


Relocation Costs

- If placed within DoD
 - *Costs reimbursed in accordance with JTR*
- Outside DoD
 - *Consult with HRO*



- Mandatory narrative resume
 - *Failure to comply results in forfeiture of PPP registration eligibility*
 - *Must be submitted within 7 days after notification of non-extension*



Special Policies

- Registration eligibility is suspended for 6 months following a permanent promotion
- If employee is not obligated to return to U.S. (i.e., not subject to rotation), registration is voluntary
 - *Declination of valid offer – loss of eligibility for 12 months*
 - *2nd declination – cannot re-register without CTP approval*

- If return rights position is abolished and return would result in RIF separation or demotion, employee may:
 - *Exercise return rights and participate in RIF;*
or
 - *Register in PPP and remain until placement or termination of eligibility*

Employee Responsibilities

- Performance / conduct
- Communications with other DoD activities
 - *All contact must be within HR channels*
- Maintain PPP registration
- Submit updated resume





Questions?

Eligibility

- Overseas family members of DoD personnel may register if they:
 - *Are current career, career-conditional or excepted service employees;*
 - *Have personal competitive status & were employed within 90 days of sponsor's departure;*
or
 - *Are eligible under E.O. 12721*



- Registration authorized when:
 - *Sponsor returns to permanent U.S. duty station*
 - *Sponsor is reassigned to another overseas duty station on an unaccompanied overseas tour*
 - *Sponsor returns to U.S. for separation/retirement*
 - *Sponsor is evacuated from overseas*
 - *The family member returns to the U.S. due to death of the sponsor*



Registration Period

- Eligibility begins upon arrival in sponsor's U.S. duty station area
- Family members may remain registered until:
 - *Placement*
 - *Declination of a valid offer*
 - *1 year after registration*

(whichever occurs first)



Area of Referral

- Limited to commuting area of:
 - *Sponsor's duty station*
 - *Sponsor's retirement or other authorized destination*
 - *Family member's actual U.S. residence when sponsor is on unaccompanied tour*

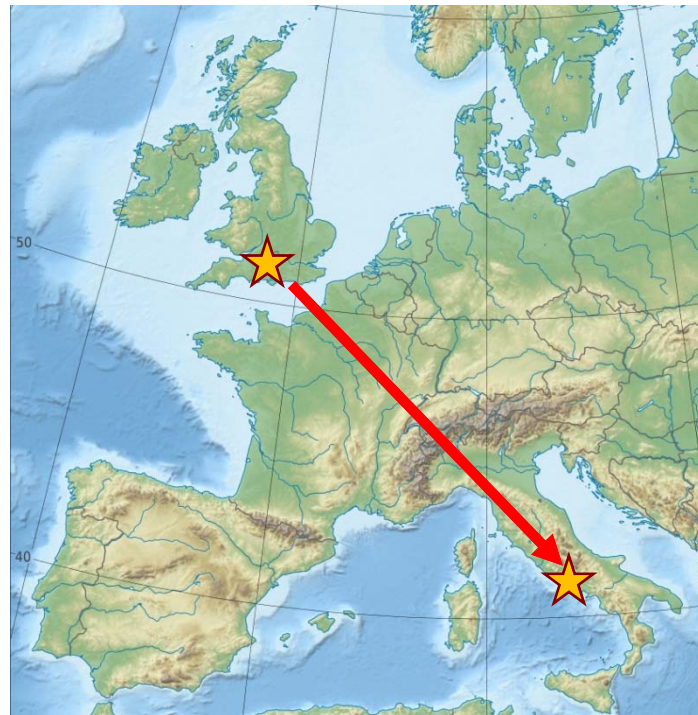


Registration Procedures

- Overseas servicing activity will:
 - *Counsel registrant*
 - *Complete registration form using U.S. Activity Code*
 - *Sponsor's duty station, largest DoD activity, or family member's preference*
 - *Provide completed SF-75 and documentation of E.O. 12721 eligibility*

Overseas Intra-Theater Family Members

Family member employees whose sponsors relocate within the overseas theater due to base closure or other downsizing may register in new commuting area



Overseas Intra-Theater Family Members

- Registration Procedures
 - *Must report for registration within 7 days of arrival in new duty station area*
 - *Family member hand-carries registration form to registering activity in new commuting area*



Displaced Overseas Family Members

Family members on non-temporary appointments may register as displaced employees if adversely affected by RIF, ToF, etc.



Displaced Overseas Family Members

- Priority based on displacement action
- Area of referral is commuting area of sponsor's duty station
 - *If relocating with sponsor to another overseas duty station, family member must be eligible to travel on sponsor's orders*

Military Spouses

- Controlling policies are in DoDI 1400.25, Volume 315, "Employment of Spouses of Active Duty Military"
- Preference applies worldwide
- US procedures do not apply overseas



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